

PRV – Enrollment Returned 1099's

Purpose:

The purpose of this procedure is to process Returned 1099's

Identification of Roles:

Primary Role - The below procedure will be performed by the Provider Enrollment Team.

Secondary Role – Supervisors and Team Leads will be cross-trained in this function.

Performance Standards:

N/A

Path of Business Procedure:

Step 1: Receive scanned returned 1099's in the PRV01 Returned 1099 queue in OnBase

Step 2: Enter Keywords

- a. Using file 9 Provider Master File on the Medicaid Management Information System (MMIS) determine the provider number using the scanned document.
 1. Enter "I" for inquiry
 2. Enter the Tax Identification (ID) number from the 1099
 3. Match name with tax ID number.
- b. In OnBase, select user task enter key words
 1. Enter the provider number and click save
- c. Select user task done processing to send the document to PRV 03-Returned 1099 queue in OnBase

Step 3: Provider Enrollment Team will review the document in the PRV 03-Returned 1099 queue to validate address on 1099.

- a. All documents must have address validated
 1. Check MMIS for address
- b. If the address in MMIS matches the 1099 move to step 4
- c. If the address in MMIS does not match the 1099 move to step 5

Step 4: MMIS and 1099 addresses match

- a. If the address on the 1099 matches the address in MMIS, call the provider to request an address update.
 1. The update request must include the provider number, Tax ID or Social Security Number (SSN) , sign and date the change request and it must include on the change request that it is being requested due to a returned 1099.
- b. Use the “Hold” user task in OnBase to hold the 1099 while waiting on the requested information from the provider to update MMIS with the correct address information.
- c. Attach a note to the document that you have contacted the provider.
- d. Once the address has been validated and MMIS has been updated move to step 5
- e. If you are not able to reach the provider to update address in MMIS, move to step 6

Step 5: MMIS and 1099 addresses do not match

- a. If the address on the 1099 and MMIS do not match this means there has been an address update after the 1099 was printed.
- b. Attach a 1099 note stating: “Address in MMIS has been validated, reprint 1099” move to step 6.

Step 6: Complete document

- a. Select the user task “Complete” complete the document and let the system know whether the 1099 should be reprinted or no-reprint.
- b. When the complete task is used a 1099 note must be attached.
- c. Select reprint- if the address has been validated or updated in MMIS the 1099 request will be reprinted and mailed by the CORE unit to the provider.
- d. Select no Reprint- if the address could not be validated and/or MMIS was not updated select no-reprint. The CORE unit will file the 1099.

Forms/Reports:

OnBase Screen shots

RFP References:

N/A

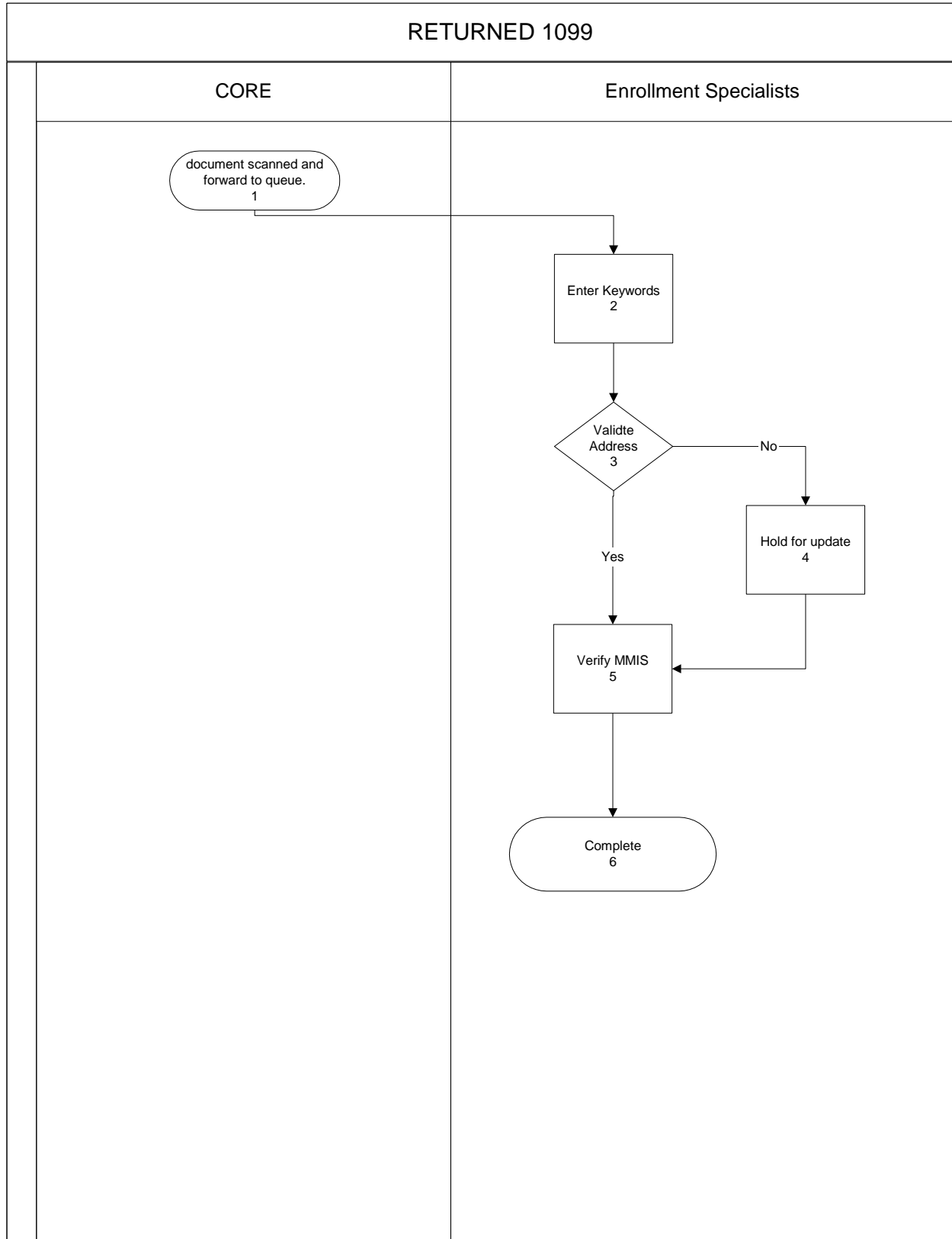
Interfaces:

OnBase
Core
MMIS

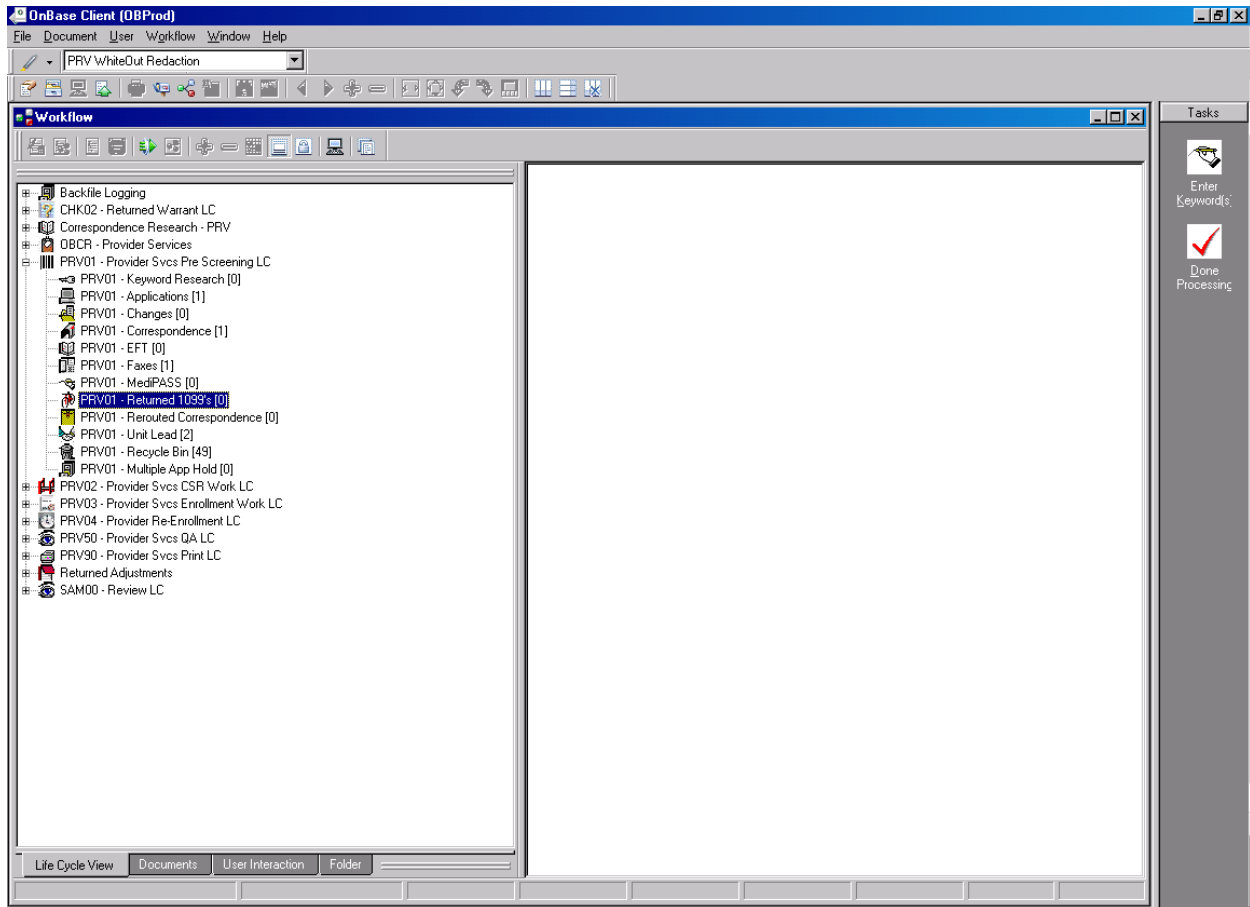
Attachments:

Process Map
IME Operational Procedures Requirements OnBase Screen Print

Attachment A:

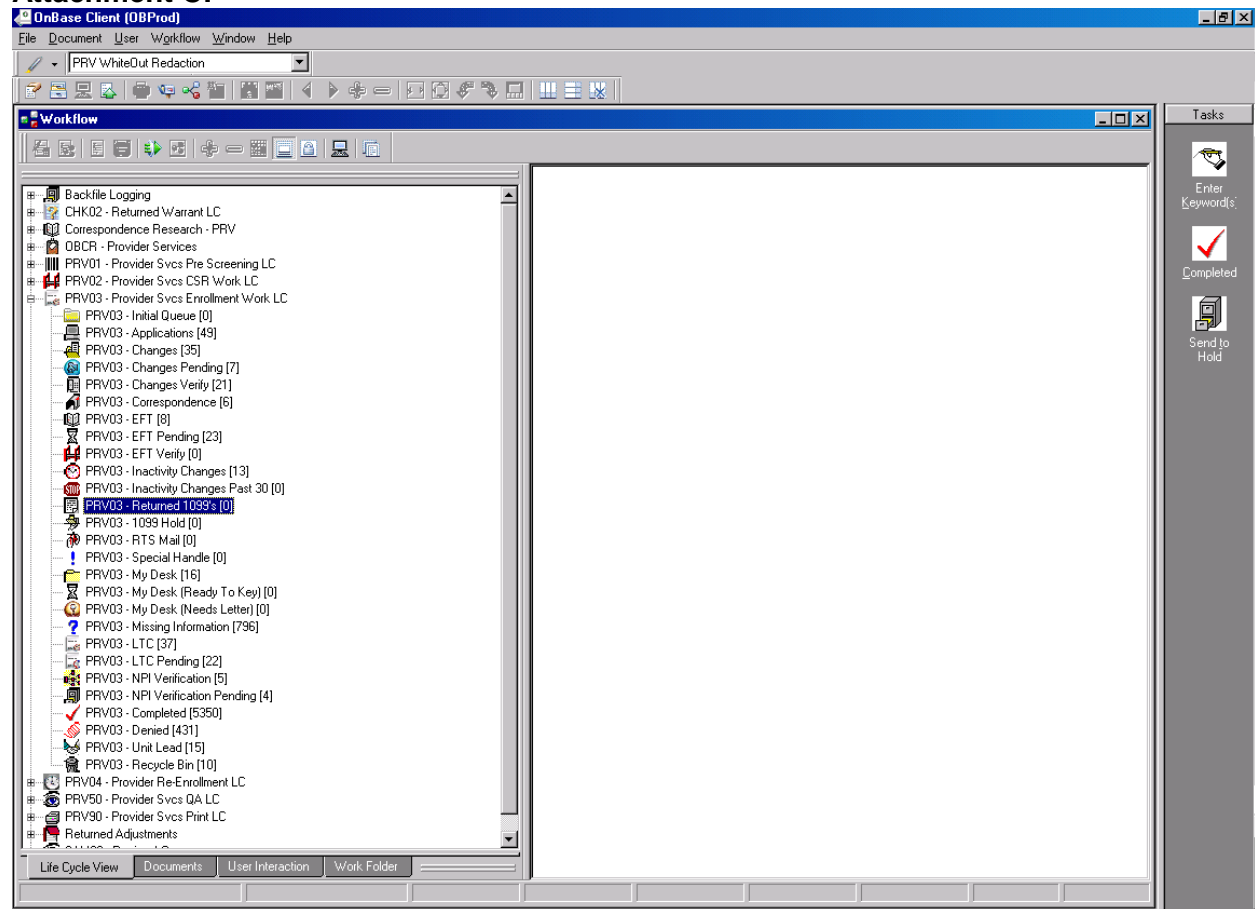


Attachment B:



- Returned 1099 is scanned into OnBase and keywords are added to document- Provider Identification Number (ID) and Name –Done processing

Attachment C:



- 1099 document moved to PRV 03 for processing and verification and document is completed.